

# Assignment 1

Textbook Assignment: "Ship's Store Automation," chapter 1, pages 1-1 through 1-6; and "Ship's Store Files," chapter 2, pages 2-1 through 2-19.

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- Questions 1-1 through 1-33 refer to chapter 1 of the text.
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- Learning Objective: Identify basic principles involved in the use of the Resale Operations Management (ROM) system.
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- 1-1. What command/activity developed the ROM system?
1. The Navy Resale and Services Support Office
  2. The Naval Supply Systems Command
  3. The Navy Management Systems Support Office
  4. The Chief of Naval Education and Training
- 1-2. What publication or guide provides detailed information on how to operate and use the ROM system?
1. NAVSUP P-485
  2. NAVSUP P-487
  3. NAVSUP P-4998
  4. Terminal User's Guide
- 1-3. ROM functions are based on the procedures contained in what publication?
1. NAVSUP P-485
  2. NAVSUP P-486
  3. NAVSUP P-487
  4. NAVSUP P-567
- 1-4. A request to implement the ROM system aboard ship is sent to what command/activity?
1. NAVSUP
  2. NAVMASSO
  3. TYCOM
  4. NAVRESSO
- 1-5. The implementation of the ROM system should be accomplished in what time period?
1. 1 week
  2. 1 month
  3. 1 accounting period
  4. 1 year
- 1-6. What type of security associated with the ROM system is concerned with the location of the ROM system terminal?
1. Physical
  2. Password
  3. Application
  4. Internal
- 1-7. What individual aboard ship is normally the ROM system administrator?
1. The ship's store recordskeeper
  2. The leading Ship's Serviceman
  3. The data processing officer
  4. The ship's store officer
- 1-8. Password and user's IDs are assigned by what individual?
1. The systems administrator
  2. The implementation officer
  3. The leading Ship's Serviceman
  4. The commanding officer
- 1-9. Password/security instructions contained in appendix F of the ROM TUG are distributed to which of the following individuals?
1. The commanding officer
  2. The supply officer
  3. The ship's store officer
  4. Any authorized user of the ROM system

- 1-10. The ROM system security access list is a record of all ship's store personnel that do not have access to the ROM system.
1. True
  2. False
- 1-11. How often does the ship's store officer review the ROM system security access list?
1. Daily
  2. Weekly
  3. Monthly
  4. Annually
- 1-12. The ROM system operates on which of the following microcomputers?
1. Apple II
  2. Zenith Z-248
  3. Honeywell AP microcomputer
  4. Both 2 and 3 above
- 1-13. What keys on the ROM system computer are used to activate ROM functions?
1. F keys
  2. Directional arrow keys
  3. Home keys
  4. Cursor movement keys
- 1-14. What is the purpose of the disk drives on the ROM computer?
1. To power the computer in case of power failure
  2. To transfer information into and out of computer memory
  3. To display and explain information entered on the ROM computer display screen
  4. To power the printer when used
- 1-15. The ROM system stores all resale operation data on how many files?
1. 17
  2. 24
  3. 33
  4. 48
- 1-16. When will the ROM system check for the most recent backup date?
1. Once a week, usually on Monday
  2. After the ROM master menu appears on the screen
  3. After the user's ID and password information are entered
  4. When the ROM system is turned on in the morning
- 1-17. What is the maximum time the ROM system will allow you to operate it without performing a backup?
1. 1 day
  2. 1 week
  3. 3 days
  4. 30 days
- 1-18. When an error is found during system initialization, what action will the ROM user take?
1. Refer to the appropriate backup and restore procedures contained in the ROM TUG
  2. Recheck the password and ID entered
  3. Change the disk drive
  4. Enter the word ship and then Y to straighten the heads
- 1-19. ROM users must have which of the following information before the ROM system will allow them access to a particular function?
1. Three-position user's ID
  2. Six-position password
  3. Assigned access to that particular function
  4. All of the above

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Learning Objective: Identify practices and procedures used in operating the ROM system.

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IN ANSWERING QUESTIONS 1-20 THROUGH 1-22, SELECT FROM COLUMN B THE ROM SYSTEM SCREEN THAT IS DEFINED IN COLUMN A.

	A. DEFINITIONS	B. ROM SYSTEM SCREENS
1-20.	Shows data already in the computer files usually for information purposes and cannot be changed	1. Menu screen 2. Data entry screen 3. Data display screen
1-21.	Shows the various options available to the user	
1-22.	Allows entries and changes to be made to existing computer files	
1-23.	The ROM master menu provides the user how many different function options?	1. 6 2. 10 3. 17 4. 33
1-24.	What Function key is used to create a new record by taking the information entered on the screen?	1. F1 2. F2 3. F3 4. F5
1-25.	What function key is used to delete a record currently displayed on the screen?	1. F1 2. F2 3. F3 4. F4

1-26. What function key is used to print a report that is indicated on the screen?

1. F1
2. F2
3. F3
4. F4

1-27. All source documents used in entering transactions in the ROM system should be saved and not filed until what time?

1. The end of the accounting period
2. The end of each month
3. The end of each week
4. Until the backup is performed at the end of the day

1-28. When you have completed the ROM processing, you must exit the ROM system so no one will be able to use the ROM with your security access.

1. True
2. False

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Learning Objective: Identify procedures for maintaining the ROM system.

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1-29. The procedures for reporting problems to NAVMASSO concerning the ROM system are contained in what publication?

1. The ROM TUG
2. The NAVSUP P-487
3. The NAVSUP P-485
4. The manufacturer's instruction booklet

1-30. What problem will you encounter most often in maintaining the ROM system?

1. Overheating
2. Distorted data entry screens
3. Dust buildup
4. Faulty data display screens

1-31. Before a ROM user enters the option to print a report, which of the following actions should be taken?

1. Turn on the printer only
2. Turn on the printer and load it with paper only
3. Turn on the printer, load it with paper, and push the ESC key
4. Reset the printer and depress the ESC key

1-32. What key on the ROM system should always be kept in the locked position?

1. The ESC key
2. The home key
3. The lock key
4. The A key

1-33. When, if ever, should floppy disks be cleaned?

1. Daily
2. Weekly
3. Monthly
4. Never

● Questions 1-34 through 1-69 refer to chapter 2 of the text.

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Learning Objective: Identify the procedures for maintaining the ship's store files used in ship's store afloat.

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1-34. All information entered into the ROM system data base is stored in what type of files?

1. Data
2. Security
3. Manual
4. Operator

1-35. Forms generated by the ROM system may not be used for filing in ship's store files.

1. True
2. False

1-36. How many ship's store administration (SSA) files are maintained in the ship's store office?

1. 21
2. 24
3. 26
4. 33

1-37. Which of the following ship's store files is/are maintained for the complete fiscal year?

1. SSA-11C
2. SSA-13
3. SSA-14
4. All of the above

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IN ANSWERING QUESTIONS 1-38 THROUGH 1-42, SELECT FROM COLUMN B THE FILE THAT HOLDS THE CONTENTS SHOWN IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

	<u>A. CONTENTS</u>	<u>B. FILES</u>
1-38.	Original inventory at the beginning of the accounting period	1. SSA-4 2. SSA-11 3. SSA-21 4. SSA-22
1-39.	Copy of each DD Form 1155 receipt document signed by the responsible custodian	
1-40.	Copy of each DD Form 1155 receipt document with cost and retail extensions when applicable	
1-41.	Three subfiles	
1-42.	Copy of the DD Form 1149 substantiating cost of operations	

1-43. What file contains copies of the requisitions from other supply officers that are forwarded monthly to the appropriate FAADC?

1. SSA-4
2. SSA-5
3. SSA-11B
4. SSA-21

1-44. When the dealer's bill is received, a copy should be attached to the purchase order and filed in SSA-11R.

1. True
2. False

1-45. How many purchase orders should be filed in each separate folder of the subfiles of the purchase order file?

1. 5
2. 10
3. 15
4. 20

1-46. The documents used to audit and verify ship's store records are found in which of the following files?

1. SSA-1
2. SSA-2
3. SSA-11
4. SSA-21

1-47. Which of the following correspondence should be filed in SSA-17?

1. Outgoing official correspondence to military activities
2. Incoming official correspondence from military activities
3. Both 1 and 2 above
4. Incoming and outgoing official correspondence from or to civilian contractors, vendors, and so forth

● In answering questions 1-48 through 1-52, refer to the following paragraph.

A delivery truck arrives on the pier with an order of canned drinks for the ship. SH2 Clark, the ship's store recordskeeper, pulls copies of the purchase order out of the ship's store files for the receipt inspector and the bulk storeroom custodian to use in receiving the canned drinks. After the canned drinks are received and stowed, SH2 Clark is given the receipt inspector's copy of the purchase order. He pulls the corresponding copies of the outstanding purchase order out of the files and extends and posts the total dollar value and quantities to the ship's store records. After the purchase order is extended and posted, SH2 Clark files one copy of the purchase order in the file which is forwarded to the appropriate FAADC monthly and files the remaining copies of the purchase order until the dealer's bill is received. On receipt of the dealer's bill, SH2 Clark pulls the purchase order for the canned drinks out of the files, attaches the dealer's bill, and refiles both.

1-48. SH2 Clark should obtain the copy of the purchase order used by the receipt inspector from what file?

1. SSA-11A
2. SSA-11B
3. SSA-20
4. SSA-23

1-49. SH2 Clark should obtain the copy of the purchase order used by the bulk storeroom custodian from what file?

1. SSA-11A
2. SSA-11B
3. SSA-20
4. SSA-23

1-50. SH2 Clark should pull copies of the outstanding purchase order from what file?

1. SSA-11A
2. SSA-11B
3. SSA-20
4. SSA-23

1-51. Once the purchase order is extended and posted to the ship's store records, SH2 Clark should file one copy in (a) what file until it is forwarded at the end of each month to the appropriate FAADC and file the remaining copies in (b) what file until the dealer's bill is received?

1. (a) SSA-4 (b) SSA-11A
2. (a) SSA-5 (b) SSA-11B
3. (a) SSA-4 (b) SSA-11B
4. (a) SSA-5 (b) SSA-11A

1-52. When the dealer's bill is received, SH2 Clark should attach it to the purchase order and file it in what file?

1. SSA-11A
2. SSA-11C
3. SSA-13
4. SSA-21

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Learning Objective: Determine the procedures for maintaining the ship's store afloat financial control record file.

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1-53. What is the primary purpose of the Ship's Store Afloat Financial Control Record, NAVSUP Form 235?

1. To provide a record of all expenditures
2. To determine accurately whether a ship's store activity is operating within monetary limits
3. To provide control numbers for breakouts and intrastore transfers
4. To provide an accumulated record of all receipts at cost price

● In answering question 1-54, refer to the following paragraph.

You are stationed aboard a ship with one retail store, one standard Navy clothing store, one snack bar (selling manufactured and retail items), eight can drink vending machines (four operated by SH3 Smith and four operated by SHSN Jones), two cigarette and two candy machines operated by SH3 Dalton, and five amusement machines.

1-54. How many separate columns should be maintained on the NAVSUP Form 235 for these activities?

1. Five
2. Six
3. Seven
4. Eight

1-55. In which of the following columns on the NAVSUP Form 235 would entries be made at cost price?

1. Can Drink Vending Machines
2. Cup-Type Vending Machines
3. Cigarette Vending Machines
4. Retail Store #1

1-56. When the retail store aboard your ship is operated under combined responsibility, one column is maintained on the NAVSUP Form 235 for that retail store and the bulk storeroom that supplies it.

1. True
2. False

1-57. What additional column is included on the NAVSUP Form 235 under combined responsibility and used when posting cost of operation issues?

1. Cup-Type Vending Machines
2. Can Drink Vending Machines
3. Cost of Operation
4. Other Cost Material

1-58. What ROM function is used to generate the NAVSUP Form 235?

1. The resale operations reports function
2. The data file query function
3. The resale operations constants function
4. The cash receipt function

1-59. What information must ROM users enter into the resale operations constants file in order for the ROM to properly post transactions to the NAVSUP Form 235?

1. The stock numbers of the items carried in inventory
2. The store numbers and type of responsibility
3. The appropriation data
4. All of the above

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Learning Objective: Identify procedures used to maintain the number control and breakout file. (Continued in assignment 2.)

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1-60. The Number Control, NAVSUP Form 980, is used for which of the following purposes?

1. Assigns control numbers to Intra-Store Transfer Data, NAVSUP Form 973
2. Assigns control numbers to all receipt documents
3. Provides a record of control numbers entered on the Journal of Receipts, NAVSUP Form 977
4. Provides a record of all expenditures occurring in the ship's store operation

1-61. With the ROM system, the NAVSUP Form 980 may be printed by the use of what function?

1. Resale operations reports function
2. Data file query function
3. Retail price change function
4. Intrastore transfer function

1-62. The ROM-generated NAVSUP Form 980 lists the control numbers used during what time period?

1. The current fiscal year
2. The current accounting period
3. The current month
4. The current week

1-63. When will the ROM system assign a number control code to the Intra-Store Transfer Data, NAVSUP Form 973?

1. When the required items are entered in the ROM system
2. After the quantities are broken out and the quantities compared
3. After the final intrastore transfer document is prepared
4. At the end of the accounting period

1-64. The Intra-Store Transfer Data, NAVSUP Form 973, is used for moving stock between which of the following activities?

1. Bulk storeroom to the sales outlet
2. Bulk storeroom to the service activity
3. Sales outlet to the bulk storeroom
4. All of the above

1-65. ROM users will print the NAVSUP Form 973 using what ROM function?

1. The resale operations constants function
2. The intrastore transfer function
3. The resale operations reports function
4. The miscellaneous expenditure function

IN ANSWERING QUESTIONS 1-66 THROUGH 1-69, SELECT FROM COLUMN B THE ORIGINAL OR COPY OF THE NAVSUP FORM 973 USED IN EACH STEP OF A BREAKOUT DESCRIBED IN COLUMN A.

	<u>A. BREAKOUT STEPS</u>	<u>B. ORIGINAL OR COPIES</u>
1-66.	Used by the ship's store recordskeeper to post the completed breakout to the ship's store records	1. Original 2. Duplicate 3. Triplicate 4. Quadruplicate
1-67.	Returned to the ship's store recordskeeper by the bulk storeroom custodian after recording the quantities broken out and signing	
1-68.	Used by the sales outlet or service activity operator to record quantities of material received	
1-69.	Retained by the bulk storeroom custodian for his or her records when the material is broken out from the bulk storeroom	